

# BANGOR UNIVERSITY

## FINANCIAL PROCEDURE

Title:	Employee Travel and Expenses Policy
Ref:	FINP-002
Applies to:	Bangor University
Operative date:	20 <sup>th</sup> March 2023
Status:	Approved by the Executive 01 February 2023





## 6.0 Rail Travel

- 6.1 All members of staff should travel by the most appropriate method arranged via the appointed preferred travel booking agent. Standard class travel is normally expected to be appropriate. However, if business requirements are such that undertaking work whilst travelling is important, then staff may request that they travel by first class. This is allowable at the discretion of Heads of School or Heads of Department. Staff at Head of Department level and above may use their own discretion as to whether first class travel is appropriate for their own travel.
- 6.2 Where the preferred supplier is not used, full details of the journey, including date, reason for journey, starting, intermediate points and destinations, must be recorded along with the cost of tickets claimed (ticket counterfoils to be attached) priced out to a total.

## 7.0 Air Travel

- 7.1 All members of staff should travel by the most appropriate available method arranged via the appointed preferred travel booking agent.
- 7.2 Economy class flights are normally expected to be appropriate. However, in certain circumstances premium economy or business class travel may be appropriate. The decision on whether premium economy / business class travel is to be permitted should be made by the appropriate Head of College for academic departments and the appropriate Chief Officer for Professional Services staff, considering:

- the length of the flight
- whether the flight is non stop, or involves a stop (as opposed to a stop over)
- the overall itinerary, in particular, the scheduling of work requirements on arrival
- the frequency with which the member of staff is required to undertake long haul air travel on behalf of the University
- the opportunity to undertake work whilst in flight (senior staff are expected to have more scope for this)
- any relevant medical conditions





<https://www.gov.uk/government/publications/professional-bodies-approved-for-tax-relief-list-3/approved-professional-organisations-and-learned-societies>

- 13.3 Requests for payment of personal subscriptions, which are brought forward under this regulation, should be submitted through the normal process and supported by a Professional Subscription form which must be annotated and signed by the Head of Department to confirm how the subscription is of a wider benefit to the University. A VYbYZh]b`\_]bX`k ]`VY`]bW ffYX`]Zh\Y`cf[ Ub]gUh]cb`]g`bch`cb`<A F 7 g`Uddfcj`YX`]gh`UbX` this benefit to the claimant will be returned by the University to HMRC via the P11D process.
- 13.4 The University will not bear the cost of personal subscriptions which are a requirement of the post holder fulfilling the requirements of the post such as membership of accountancy bodies for professional accounting posts. Individuals whose memberships are not financially supported by the University may be able to claim a deduction in the calculation of their taxable income through their tax return or their tax code.

#### **14.0 Advances and foreign currency**

- 14.1 Where an individual member of staff has to incur substantial personal expenditure in relation to tr(t)21d